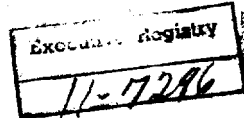


CIA INTERNAL USE ONLY

Attachment to DDS 59-3701



1 OCT 1959

MEMORANDUM FOR: Deputy Director (Coordination)
Deputy Director (Intelligence)
Deputy Director (Plans)
Deputy Director (Support)
Inspector General

SUBJECT : Approval of Recruitments and Appointments

1. The decreasing number of openings in higher grades and the increasing necessity for adjustments within the organization to assign employees at these grades makes it essential to review proposed recruitments and appointments very carefully.

2. Effective immediately, requests to initiate security processing and subsequent requests to enter candidates on duty shall require the personal approval of the Deputy Director concerned and of the Director of Personnel if the individual is to be employed at grade GS-7 or a higher grade. Certain categories of junior professional personnel normally employed at grades GS-5 and GS-6 will also be reviewed as indicated.

3. The Office of Personnel will advise Deputy Directors of candidates now in process to obtain their approval of continued processing or, if security clearance has been received, of their proposed entrance on duty. In the future, the Deputy Director concerned will indicate his approval to initiate processing by signing Form 1152a requesting appointment action. As required clearances are received for future appointments, the Office of Personnel will refer the case to the appropriate Deputy Director for approval before inviting the individual to enter on duty.

SIGNED

C. P. Cabell
General, USAF
Deputy Director

Distribution:

- 1 - ER
- 1 - DCI
- 1 - DDCI ✓
- 2 - DDC
- 2 - DDI
- 2 - DDP
- 3 - DDS

Originator: /s/
Director of Personnel

CIA INTERNAL USE ONLY

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DD/S 59-3701

11-7296/1

STAT

25 SEP 1959

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT: Approval of Recruitments and Appointments

1. This memorandum suggests action by the Deputy Director of Central Intelligence.

2. The attached memorandum was initially drafted as an Agency Notice to establish the requirement that the Deputy Director concerned and the Director of Personnel must approve any proposed employment at grade GS-7 or above at the points of security initiation and actual entrance on duty. Junior professionals, such as analysts in the Office of Central Records, who are recruited at GS-5 and GS-6 were also covered by this rule as well as contract employees who are subject to ceiling count. Upon your instruction, this proposed Notice was referred to the Deputy Director (Intelligence) for concurrence and Mr. Sheldon discussed with you the desirability of restricting dissemination of the announcement. Accordingly, we have revised the Notice in the form of a memorandum for your signature.

3. As noted in the initial submission, Junior Officer Trainees will be excluded from this procedure. However, appointments in this category will be within such limitations as the Deputy Director (Support) prescribes.

4. It is suggested that you approve this memorandum and sign the attached memoranda.

/s/ Gordon M. Stewart

Gordon M. Stewart
Director of Personnel

CONCURRENCES:

Deputy Director (Support)

Deputy Director (Intelligence)

/s/
Deputy Director (Plans)

1 Oct 59
Date

9 SEP 1959
Date

24 SEP 1959
Date

CIA INTERNAL USE ONLY

DOC I file 241-2084-1 Oct Chron

SUBJECT: Approval of Recruitment and Appointments

The suggestion contained in paragraph 4 is approved.

SIGNED

1 OCT 1959

C. P. Gable
General, USAF
Deputy Director

Date

CD/Pers ☐ :lap (3 Sept 59)

Distribution:

Orig. & 1 - D/Pers

1 - HR

1 - SCI

✓ 1 - NSCI ✓

3 - IN/S

1 - IN/I

1 - IN/P

1 - D/Pers Stayback

1 - IC

ER 11- 7296

MEMORANDUM FOR: Deputy Director (Coordination)
Deputy Director (Intelligence)
Deputy Director (Plans)
Deputy Director (Support)
Inspector General

SUBJECT : Approval of Recruitments and Appointments

1. The decreasing number of openings in higher grades and the increasing necessity for adjustments within the organization to assign employees at these grades makes it essential to review proposed recruitments and appointments very carefully.
2. Effective immediately, requests to initiate security processing and subsequent requests to enter candidates on duty shall require the personal approval of the Deputy Director concerned ~~or of a senior subordinate designated by him~~ and of the Director of Personnel if the individual is to be employed at grade GS-7 or a higher grade. Certain categories of junior professional personnel normally employed at grades GS-5 and GS-6 will also be reviewed as indicated.
3. The Office of Personnel will advise Deputy Directors of candidates now in process to obtain their approval of continued processing or, if security clearance has been received, of their proposed entrance on duty. In the future, the Deputy Director concerned ~~or his designated representative~~ will indicate his approval to initiate processing by signing Form 1152a requesting appointment action. As required clearances are received for future appointments, the Office of Personnel will refer the case to the appropriate Deputy Director ~~or his designated representative~~ for approval before inviting the individual to enter on duty.

G. P. Cabell
General, USAF
Acting Director

Originator

Acting Director of Personnel

Distribution:

1 - ER 1 - DCI
1 - DDCI 2 - DD/C
2 - DD/I 2 - DD/P
3 - DD/S 2 - IG

Concur:

Acting Deputy Director
(Support)

STAT

CIA INTERNAL USE ONLY

18 AUG 1959

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Approval of Recruitments and Appointments

1. This memorandum suggests action by the Deputy Director of Central Intelligence.

2. The attached memorandum was initially drafted as an Agency Notice to establish the requirement that the Deputy Director concerned and the Director of Personnel must approve any proposed employment at grade GS-7 or above at the points of security initiation and actual entrance on duty. Junior professionals, such as analysts in the Office of Central Records, who are recruited at GS-5 and GS-6 were also covered by this rule as well as contract employees who are subject to ceiling count. Upon your instruction, this proposed Notice was referred to the Deputy Director (Intelligence) for concurrence and Mr. Sheldon discussed with you the desirability of restricting dissemination of the announcement. Accordingly, we have revised the Notice in the form of a memorandum for signature of the Director of Central Intelligence. At Mr. Sheldon's suggestion, we have also provided that each Deputy Director may authorize a senior subordinate to exercise this responsibility on his behalf.

3. As noted in the initial submission, Junior Officer Trainees will be excluded from this procedure. However, appointments in this category will be within such limitations as the Deputy Director (Support) prescribes.

4. It is suggested that you approve this memorandum and that it be presented to the Director of Central Intelligence for his signature.


Acting Director of Personnel

STAT

CONCURRENCES:

(signed) H. Gates Lloyd
Acting Deputy Director (Support)

SIGNED

Deputy Director (Intelligence)

SIGNED

Deputy Director (Plans)

19 AUG 1959

Date

21 AUG 1959

Date

26 AUG 1959

Date

CIA INTERNAL USE ONLY

CIA INTERNAL USE ONLY

SUBJECT: Approval of Recruitments and Appointments

The suggestion contained in paragraph 4 is approved.

C. P. Cabell
Deputy Director of Central Intelligence

Date

Distribution:

O&I - D/Pers

1 - ER

1 - DCI

1 - ~~DDCI~~ ✓

3 - ~~DES~~

1 - D/Pers Stayback

STAT
OD/Pers :imp (17 Aug 59)

1 - DD/I

1 - DD/P

CIA INTERNAL USE ONLY

11-7296

MEMORANDUM FOR: Deputy Director (Coordination)
Deputy Director (Intelligence)
Deputy Director (Plans)
Deputy Director (Support)
Inspector General

SUBJECT: Approval of Recruitments and Appointments

1. The decreasing number of openings in higher grades and the increasing necessity for adjustments within the organization to assign employees at these grades makes it essential to review proposed recruitments and appointments very carefully.

2. Effective immediately, requests to initiate security processing and subsequent requests to enter candidates on duty shall require the personal approval of the Deputy Director concerned or of a senior subordinate designated by him and of the Director of Personnel if the individual is to be employed at grade GS-7 or a higher grade. Certain categories of junior professional personnel normally employed at grades GS-5 and GS-6 will also be reviewed as indicated.

3. The Office of Personnel will advise Deputy Directors of candidates now in process to obtain their approval of continued processing or, if security clearance has been received, of their proposed entrance on duty. In the future, the Deputy Director concerned, or his designated representative, will indicate his approval to initiate processing by signing Form 1152a requesting appointment action. As required clearances are received for future appointments, the Office of Personnel will refer the case to the appropriate Deputy Director or his designated representative, for approval before inviting the individual to enter on duty.

Distribution:

1 - ER
1 - DCI
1 - DDCI
Orig + 1 - DDC
2 - DDY
2 - DDP
2 - DDS
2 - IG

ALLEN W. DULLES
Director of Central Intelligence

Originator

Acting Director of Personnel

OD/Pers/BHBond: sm (14 Aug 59)

Approved For Release 2003/07/29 : CIA-RDP80B01676R004300160010-9

1 - D/Pers Stayback

CIA INTERNAL USE ONLY

CONCURRED
signed) H. Gates Lloyd
Acting Deputy Director
(Support)
9 AUG 1959

23 JUL 1959

NR/857-3365

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT: Agency Notice Requiring Approval of Recruitments and Appointments by Deputy Directors

1. This memorandum transmits a proposed notice for your approval.

2. As you requested, we have drafted this notice to establish the requirement that the Deputy Director concerned and the Director of Personnel must approve any proposed employment at grade GS-7 or above at the points of security initiation and actual entrance on duty. Junior professionals, such as analysts in the Office of Central Records, who are recruited at GS-5 and GS-6 will be covered by this rule. Contract employees who are subject to ceiling count will also be covered.

3. Junior Officer Trainees will be excluded from this procedure. However, appointments in this category will be within such limitations as the Deputy Director (Support) prescribes.

4. It is recommended that you approve this notice for immediate publication.

Gordon M. Stewart
Director of Personnel

CONCUR:

151
L. K. White
Deputy Director
(Support)

27 July 59
Date

The recommendation contained in paragraph 4 is approved.

C. P. Cahill
Deputy Director of Central Intelligence

Distribution: 0 ~~DD/S~~ 1-ER 1-DCI 4-DDC 1
Approved For Release 2003/07/29 : CIA-RDP80B01676R004300160010-9
PS/OP/ :ch (17 July 59) REMITTEN: OD/Pers/ :lar (20 July 59) STAT

CIA INTERNAL USE ONLY

STAT

STAT

STAT

Approved For Release 2003/07/29 : CIA-RDP80B01676R004300160010-9

Approved For Release 2003/07/29 : CIA-RDP80B01676R004300160010-9

MEMORANDUM FOR: GENERAL CABELL

The memorandum for Deputies and IG has been retyped in event you wish to sign it rather than having it held for the Director.

*Return to Dir Pers.
for amend. - my
sig.*

*CPC
2 Sept '59*

K-

1 Sept 59

(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

(47)

SUSPENSE:

10 Aug

Orig and all other cys returned to DD/S by hand 7/30/59, w/following note from CPC to DD/S:

"pls ask Deputies for concurrence or comment."

(BY HAND PLS)
 CIA INTERNAL USE ONLY
 Approved For Release 2003/07/29 : CIA-RDP80B01676R004300160010-9
 SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

	UNCLASSIFIED		CONFIDENTIAL		SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		INITIALS	DATE	
1	DIRECTOR OF PERSONNEL				
2					
3					
4					
5					
6					
	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		<input checked="" type="checkbox"/> RETURN
	CONCURRENCE		INFORMATION		SIGNATURE

Remarks:

General Cabell asked that the attached be returned to you for amendment as indicated by his ink changes -- for his signature as Acting Director.

Thanks.

9/4 - signed concurrence of Deputy

SUSPENSE: 4 Sept.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

Approved For Release 2003/07/29 : CIA-RDP80B01676R004300160010-9

	UNCLASSIFIED		CONFIDENTIAL		SECRET
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